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TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
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UNCLAS SECTION 01 OF 03 STATE 006140

SIPDIS

E.O. 12958: N/A
TAGS: [AMGT](#) [APER](#) [AFSN](#)
SUBJECT: RECRUITING LOCALLY EMPLOYED (LE) STAFF TO SERVE
AS TRAINERS AND MENTORS TO NEW LE STAFF IN AFGHANISTAN

REF: 10 STATE 006085

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POST MANAGEMENT IS REQUESTED TO ENSURE THAT THIS
TELEGRAM IS SEEN BY ALL STATE LOCALLY EMPLOYED (LE)
STAFF.

11. Recurring TDY Opportunities for worldwide LE staff
members in the US Mission in Afghanistan:

The U.S. Mission in Afghanistan and the Department of
State request the assistance of highly qualified Locally
Employed (LE) Staff to support the vital work of
Afghanistan reconstruction by volunteering for short-
term TDYs to act as mentors and teachers for new Afghan
staff employees. LE Staff are also needed periodically
for long-term TDY assignments. Both short- and long-
term TDY assignments require formal approval from
supervisors, with written assurances from the Human
Resources Officer that staff members going to
Afghanistan will be able to return to their positions
after TDY service. In addition, employees who are
nationals of countries that prohibit such service for
any reason cannot be selected for these assignments.

Afghanistan remains one of the highest U.S. foreign
policy priorities and the Department strongly encourages
posts to approve and assist LE Staff volunteering for
TDY duty in Afghanistan. In addition to a TDY allowance
of 50% of their basic pay, volunteers are entitled to
benefits established in the 2009 LE Staff TDY
Afghanistan Benefits Package (ABP), as amended. The
current critical position staffing needs required by
Embassy Kabul are described in paragraph 9, but
additional positions may be added at later dates.

Please note: the term "LE Staff" refers to Locally
Employed staff members including those hired under
Personal Services Agreements, or those with Third
Country National Status. It also includes LE Staff
members who are Ordinarily Resident American Citizens.

12. TDY Volunteer Process

If you are an LE staff employee interested in Afghan
service, please read the capsule position descriptions
in paragraph 9. Please note:

- you must meet the qualifications of the position
for which you wish to volunteer;
- the duties of your current position must match
the positions for which you wish to volunteer;
- you must receive formal written approval from
your American supervisor before volunteering for
service in Afghanistan.
- The Human Resources Officer (HRO) must also

state, in writing, that you will be able to return to your present position after the agreed term of your TDY in Afghanistan.

To apply, qualified LE Staff volunteers should contact the Afghanistan Post Management unit by email at Afghanistan-LES-TDY-Volunteers@state.gov

Volunteers must provide the following information:

Full name:
Current FSN Grade:
Nationality:
Post of Assignment:
Current Position Title:
Years of USG Service in Current Position:
Dates of Availability:
Language Abilities:
American Supervisor's Name:
Brief Description of Duties
Any additional information that may be useful:

The LE Staff volunteer list will be maintained by the Afghanistan Support Unit (ASU), which is part of NEA-SCA/EX in Washington. Embassy Kabul will make final selection decisions and recommend TDY time frames. The ASU will notify the selected LE Staff volunteers and American supervisors and will work with them to ensure post concurrence and the successful resolution of all deployment issues.

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13. Funding Responsibility

NEA-SCA/EX is responsible for funding all expenses associated with the TDY, including salary and benefits, overtime, 50% (of basic pay) Afghanistan TDY allowance, travel and per diem, training, medical exam, health and accident insurance and other expenses the losing post will incur as a result of the absence of the employee. The ASU will ask Post to provide an estimate of expenses before the TDY, and a final accounting when the employee returns.

14. Security Vetting

In addition to routine background checks performed prior to employment with the home post, selected volunteers will undergo further security vetting as required by the RSO.

15. Medical Clearance and Medical Insurance Coverage

The Afghan Support Unit will assist volunteers to obtain a modified physical examination and a valid medical clearance from the Department's Medical Clearance Unit before their TDY assignments to Afghanistan. The Volunteers will also be helped to acquire the necessary health and accident, hospitalization and medical evacuation insurance coverage (03 State 328740) for the duration of training in Washington and the TDY in Afghanistan.

16. Training

All personnel who will serve in Afghanistan for 30 days or more must attend:

1A. OT610: This one week Foreign Affairs Counter Threat (FACT) course is held in Dunn Loring, VA, and at a special training site in West Virginia. This course offers personal safety information essential to working in a dangerous environment. Full-time attendance at all sessions is mandatory.

1B. FS415: The one week Afghanistan Familiarization

course, held at FSI's Arlington, Virginia, campus, covers essential information for all Mission employees.

Travel orders for LE staff volunteers will include appropriate travel and per diem for these two courses.

17. Housing

Staff members on long-term assignment to Afghanistan are housed in modular units on the heavily guarded and fortified Embassy compound. The units are protected by sandbags and/or concrete T-walls, but do not have fortified overhead cover. They provide little privacy, as they are placed close together. The compound also houses U.S. military personnel. Post makes every effort to ensure that each assigned employee is the sole occupant of one room, but this is not always possible.

Modular Housing Units: Each modular unit consists of two separate rooms with a shared bathroom/shower. Shared rooms currently contain two single beds, a small closet, air conditioning/heating unit, and a shared sink, toilet and shower. Electrical power is 220v/50Hz with multi-plug outlets with round European plugs. The internal measurements of the residences vary, but average around 96 sq feet (9 sq meters). The bathrooms are small, about 3 feet by 7 feet. In general, the units are very small. Storage space is very limited, so volunteers need to think carefully about what items they bring with them.

18. Threat Assessment

The U.S. Embassy is located on Great Massoud Road, about ten minutes from Kabul International Airport. It is near other Government Missions and Afghan government compounds. In 2006, the embassy inaugurated a new warehouse, recreation center, cafeteria, health unit, swimming pool, and tennis court, but all facilities, including housing, are

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very crowded. There are a number of current construction projects with the associated mud, dust, and noise, which is likely to continue for years to come. Travel outside the Embassy compound is extremely limited.

19. Current Position Staffing Needs: Short Term Only

Embassy Kabul urgently needs short-term TDY volunteers to fill the following LE Staff positions as mentors for the Mission's new FSN employees.

Human Resources:

One (1) HR Assistant (FSN-6) with experience in tracking incoming personnel and with maintaining Microsoft Excel based spread sheets.

General Services:

Two (2) Travel Assistants (FSN 5 - 6) who have experience in booking and arranging travel. The U.S. Mission maintains a number of aircraft - these TDY volunteers would assist in arranging field travel within Afghanistan.

One (1) Contract Management Specialist (FSN-09 - 11) with extensive experience.

One (1) Procurement Agent (FSN 09-11) with extensive experience.

Two (2) Procurement Assistants (FSN 09-11)

Two (2) Storekeepers (FSN-6). Ideally, volunteers should have experience in the procurement and maintenance of NXP stocks. Experience in working with the U.S. military would be highly desirable.

Financial Management:

One (1) Cashier (FSN 07-09) with extensive experience.

Administration:

Two (2) Administrative Assistants (FSN 5-6) with experience in running customer service operations and in-processing services. Volunteers should be willing to help newly arrived employees move into their dwellings, which will include helping newly arrived employees move and carry luggage.

¶10. Future needs: Embassy Kabul may require additional assistance from both short and long-term TDY volunteers in the future, and will provide ALDAC notification when new positions are opened.

¶11. MINIMIZE CONSIDERED.
CLINTON